

Assignment 1

Textbook Assignment: "Organization and Security," chapter 1, pages 1-1 through 1-11, and "Operation of the Sales Outlet," chapter 2, pages 2-1 through 2-10.

- Questions 1-1 through 1-46 refer to chapter 1 of the text.

Learning Objective: Identify the purpose of the Navy Resale Program and the functions of the activities related to ship's store afloat.

- 1-1. The purpose of the Navy Resale Program is to accomplish which of the following objectives?
 1. To provide a convenient and reliable source from which personnel may obtain, at the lowest practical price, necessary articles for their health, comfort, and convenience and services needed in day-to-day living
 2. To promote good morale
 3. To provide through profits a source of funds for the recreation of naval personnel
 4. All of the above
- 1-2. Which of the following activities under the command and control of NAVSUP is responsible for administering the Navy Resale Program?
 1. NAVRESSO
 2. NAVSEA
 3. FAADC
 4. NAVFINCEN
- 1-3. NAVRESSO is responsible for which of the following actions related to the operation of ship's stores?
 1. Enters into agreement with commercial suppliers as to the quality and price of merchandise and issues, or causes to be issued, the Ship's Store Contract Bulletin and Ship's Store Afloat Catalog
 2. Issues logistic policies, plans, and orders for support of the fleet
 3. Audits ship's store returns
 4. All of the above
- 1-4. The NAVRESSO fleet assistance teams were set up in the major port areas for which of the following purposes?
 1. To provide technical assistance and guidance in all areas of the ship's store operation to shipboard personnel
 2. To advise the fleet commanders on supply and transportation matters
 3. To conduct inspections of ship's stores afloat and make formal reports to the commanding officer on completion of the inspection
 4. All of the above

- 1-5. Auditing ship's store returns, paying dealers' bills, and reconciling differences with documents covering receipts from purchase and receipts from other supply officers are some of the responsibilities of what activity?

1. FAADC
2. NAVRESSO
3. NAVSUP
4. NAVMASSO

Learning Objective: Explain the mission, functions, organization, and responsibilities of an afloat supply department.

- 1-6. The mission of the afloat supply department is to provide the material and service needs of the ship.

1. True
2. False

- 1-7. The supply officer is responsible to the commanding officer for the proper operation and administration of which of the following functions?

1. Procurement and receipt of repair parts
2. Operation of the ship's store
3. Operation of the general mess
4. All of the above

- 1-8. When the supply officer assigns an assistant supply officer to the duty of ship's store officer, what official, if any, must approve the assignment?

1. Commander, Naval Supply Systems Command
2. Director, Ship's Store Division (SSD), NAVRESSO
3. Commanding officer
4. None

IN ANSWERING QUESTIONS 1-9 THROUGH 1-12, SELECT FROM COLUMN B THE DIVISION RESPONSIBLE FOR THE FUNCTION LISTED IN COLUMN A.

	<u>A. FUNCTIONS</u>	<u>B. DIVISIONS</u>
1-9.	Operate and maintain the vending machines aboard ship	1. s-1 2. s-2 3. s-3
1-10.	Maintain the military pay records	4. s-4
1-11.	Account for consumables, equipage, repair parts, and other material as required	

- 1-12. Operate and manage the general mess

Learning Objective: Explain the factors that pertain to the security of supply department spaces aboard ship.

- 1-13. Before unauthorized personnel can be allowed into supply department spaces, final approval must be granted by which of the following individuals?

1. The supply officer
2. The leading petty officer
3. The ship's master-at-arms
4. The person in charge of the space

- 1-14. Keys to supply department spaces may be taken off the ship overnight by the person in charge of the space providing a key log is maintained identifying the holder of the key.

1. True
2. False

SUPPLY DEPARTMENT SPACES ARE DIVIDED INTO GROUPS TO PROVIDE ADEQUATE SECURITY IN WORKING SPACES. IN ANSWERING QUESTIONS 1-15 THROUGH 1-18, SELECT FROM COLUMN B THE SECURITY GROUP FOR WHICH THE SPACE LISTED IN COLUMN A IS ASSIGNED.

	<u>A. SPACES</u>	<u>B. GROUPS</u>
1-15.	Ship's galley	1. I
1-16.	Ship's laundry	2. II
1-17.	General stores storeroom	3. III
1-18.	Ship's store bulk storeroom	4. IV
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1-19.	What should the Storekeeper in charge of a Group I space do with the key to the space at the end of the workday?	
	1. Retain it until the next day 2. Return it to the general key locker in the supply office 3. Turn it over to the duty supply officer 4. Turn it over to the leading SK	
1-20.	The master key for Group I spaces is kept by which of the following individuals?	
	1. The leading Storekeeper 2. The stores officer 3. The supply officer 4. The duty supply officer	
1-21.	Keys to the supply office are issued at the discretion of what individual?	
	1. The office recordskeeper 2. The leading petty officer of supply 3. The ship's store officer 4. The supply officer	

1-22. The ROM system is included under what security classification?

1. Routine
2. Secret
3. Classified
4. Unclassified

1-23. What individual is required to input user IDs and passwords into the ROM system on a need-to-know basis?

1. The security officer
2. The supply officer
3. The ship's store officer
4. The leading Ship's Serviceman

1-24. Once users have been given access to the ROM system, their names will be included in the ROM security access list which is maintained in what location in a sealed envelope?

1. File SSA-17
2. Ship's store officer's safe
3. The supply officer's safe
4. File SSA-21

Learning Objective: Identify the factors that pertain to the security of Group III and Group IV spaces.

1-25. When dead bolt locks cannot be installed on doors leading to Group III spaces, what action should be taken?

1. Have the ship's security patrol check the space more often
2. Install a high-security key-type padlock with a shrouded shackle and high-security hasp
3. Install two high-security hasps with two combination locks
4. Use just one high-security hasp with one combination or key-type lock and attach a car seal at the end of each business day making sure it is properly logged in the car seal log

- 1-26. When available from supply, which of the following items should be installed on doors leading to Group III spaces in addition to dead bolt locks?
1. Keyless combination locks
 2. Key-type padlock
 3. Key-type lock with high-security shackle
 4. Key-type lock used in conjunction with a numbered car seal
- 1-27. When installing hasps on doors leading to Group III spaces, what should you use to secure the hasp to the door?
1. Screws
 2. Pop rivets
 3. Tamperproof bolts
 4. Nails
- 1-28. What action, if any, should be taken for exposed hinge pins on hasps installed on doors leading to Group III spaces?
1. Make a note of the problem to the ship's security patrol and have the space checked more often
 2. Use an additional hasp with the appropriate lock
 3. Tack weld the hinge pins to prevent removal
 4. None
- 1-29. After the custodian of the Group III space changes the combination of the lock that secures the space, the new combination is sealed in an envelope and turned over to what holding individual?
1. The leading Ship's Serviceman
 2. The ship's store officer
 3. The supply officer
 4. The security manager
- 1-30. For security, duplicate keys to Group III spaces are placed in a sealed envelope, signed and dated across the flaps by the ship's store officer and the responsible custodian, and placed in the ship's store officer's safe.
1. True
 2. False
- 1-31. The inside perimeter of the removable sales windows to the retail store is secured by using what securing device(s)?
1. A car seal
 2. Bars
 3. Slip locks
 4. Key locks
- 1-32. What additional security measure should the custodian of the bulk storeroom take when the contents of the bulk storeroom are visible from the outside?
1. Keep all high-cost, small-cube items out of sight or break them out to the retail store
 2. Make sure adjacent passageways are well lighted
 3. Make sure security watches check the bulk storeroom at varying intervals
 4. Each of the above
- 1-33. Group III spaces should not be reentered after working hours by the responsible custodian unless circumstances warrant it and final approval is obtained from what individual, if any?
1. Ship's store officer
 2. Duty supply officer
 3. Leading Ship's Serviceman
 4. None
- 1-34. Merchandise exceeding what retail value should NOT be left in the display windows of the retail store after working hours?
1. \$50
 2. \$40
 3. \$35
 4. \$25
- 1-35. The key or combination to the padlock securing the coin box in the vending machine is kept by which of the following individuals?
1. Ship's store officer
 2. Supply officer
 3. Vending machine operator
 4. Commanding officer

1-36. The locks installed by the manufacturer on the outside of vending machines are considered adequate for security purposes.

1. True
2. False

1-37. When locked money boxes are used in the vending machine, the keys that lock the money box itself into the vending machine are kept by what individual?

1. Vending machine operator
2. Supply officer
3. Agent cashier
4. Person making collections

1-38. With what security measure are the duplicate keys to the locked money boxes in the vending machines handled?

1. Kept in a special duplicate key locker in the supply office
2. Sealed in an envelope and kept in the supply officer's safe
3. Sealed in an envelope and kept in the ship's store officer's safe
4. Retained by the responsible custodian until relieved

1-39. Where are the working keys to the ship's laundry kept after normal working hours?

1. In the custody of the Ship's Serviceman in charge of the laundry
2. In the custody of the duty supply officer
3. In the custody of the leading Ship's Serviceman
4. Inside the general key locker in the supply office

1-40. What security precaution is taken with regard to duplicate keys to Group IV spaces?

1. Kept in a sealed envelope in the supply officer's safe
2. Kept by the supply officer in a special duplicate key locker in the supply office or in the supply officer's safe
3. Kept in the general key locker in the supply office
4. Kept by the leading Ship's Serviceman for access into ship's store spaces after normal working hours

Learning objective: Explain the procedures for emergency entry into Group III spaces.

1-41. Emergency entry procedures are included in supply department instructions and should be posted outside which of the following spaces?

1. Group I
2. Group II
3. Group III
4. Group IV

1-42. If the ship's store officer has to enter a Group III space in the absence of the responsible custodians such entry made in the presence of at least how many witnesses?

1. One
2. Two
3. Three
4. Four

1-43. How should the ship's store officer secure a Group III space after he or she has entered it and is ready to secure it?

1. Replace the lock and attach a car seal
2. Replace the lock after changing the combination
3. Replace the lock and add a key-type lock
4. Lock it with a different keyless padlock

1-44. After a Group III space has been entered by the ship's store officer, how long should the witnesses remain thereafter?

1. Until the space is secured
2. Until the responsible custodian returns
3. Until the command duty officer arrives
4. They do not have to remain

1-45. Which of the following actions should be taken by the responsible custodian of a Group III space that was entered under emergency conditions?

1. Reseal the combination and duplicate keys to the dead bolt in separate envelopes and replace them in the ship's store officer's safe
2. Change the combination to the lock
3. Verify the car seal number
4. All of the above

1-46. What individual may enter a Group III space in the presence of two witnesses when an emergency exists and the ship's store officer or responsible custodian is not available?

1. Duty section leader
2. Duty storekeeper
3. Command duty officer
4. Leading Ship's Serviceman

● Questions 1-47 through 1-75 refer to chapter 2 of the text.

Learning Objective: Identify practices and procedures applicable to the establishment and operation of the ship's store afloat.

1-47. On a commissioned ship, what action is required by the commanding officer to establish a ship's store?

1. Receive approval from the ship's type commander before establishing the ship's store
2. Send an official letter to the Naval Supply Systems Command informing them the day the ship's store will begin operations
3. Send an official letter to the Navy Resale and Services Support Office informing them the day the ship's store will begin operations
4. Send an official letter to the fleet accounting and disbursing center requesting approval to establish a ship's store

1-48. On a precommissioned ship, a ship's store may be established after which of the following conditions is met?

1. The prospective disbursing officer has reported aboard
2. Approval of the ship's type commander has been received
3. The prospective supply officer has reported aboard
4. Approval for establishment of a ship's store has been received from the Naval Supply Systems Command

1-49. Activities operating within the ship's store must be authorized by what officer?

1. The ship's store officer
2. The supply officer
3. The commanding officer
4. The type commander

1-50. Ship's stores are operated to fulfill which of the following purposes?

1. Provide a source of funds for welfare and recreation
2. Promote morale
3. Provide a source of articles necessary for day-to-day living
4. All of the above

- 1-51. To provide customers with a convenient and reliable source for obtaining the most needed articles, the retail store operator must keep the most popular items in stock at all times using which of the following references?
1. NAVSUP P-487
 2. The list of basic stock items
 3. The ship's Store Afloat Visual Merchandising Guide
 4. The Ship's Store Afloat Catalog
- 1-52. Which of the following individuals is accountable for the operation of the retail store?
1. The retail store operator
 2. The ship's store officer
 3. The leading Ship's serviceman
 4. The disbursing officer
- 1-53. Before you can be assigned responsibilities in the ship's store operation, the ship's store officer is required to perform which of the following actions?
1. Send you to ship's Serviceman C school
 2. Assign responsibilities in writing
 3. Administer a performance test
 4. Update your personal training record
- 1-54. Which of the following operations would be considered a combined responsibility operation?
1. A service activity and bulk storeroom supplying that service activity operated by different persons
 2. A sales outlet and bulk storeroom supplying that sales outlet operated by the same person
 3. A can drink vending machine and bulk storeroom supplying that vending machine operated by different people
 4. All of the above

- 1-55. When a retail store is operated by more than one person, which of the following requirements must be met?

1. Cash should be collected at the end of each shift
2. Inventory should be taken monthly
3. Approval must be obtained from the ship's type commander
4. All of the above

Learning Objective: Explain the general policies that govern the operation of the sales outlets aboard ship.

- 1-56. Purchases made from the sales outlets in the ship's store operation may be used by the purchaser for which of the following purposes?
1. For sale to a friend
 2. For the personal use of a friend
 3. For the personal use of the purchaser or his or her dependent(s)
 4. For barter with another person
- 1-57. Which of the following personnel are NOT authorized to use the ship's store?
1. Foreign service personnel in a foreign port
 2. Enlisted Marine Corps personnel en route to duty
 3. Public Health Service Personnel on board for training
 4. Officers of the Coast Guard on board for training
- 1-58. A third class petty officer comes to the standard Navy clothing store to make a purchase. Which of the following items should NOT be sold to the petty officer?
1. Neckerchief
 2. Third class chevron
 3. E-7 insignia
 4. White service dress jumper

- 1-59. Sales of ship's store stock and nondistinctive items may be made to merchant ships in distress on a cash basis when the request made by the master of the merchant ship is approved by the commanding officer of the ship that will sell the merchandise.
1. True
 2. False
- 1-60. What officer approves the sale of ship's store stock to personnel aboard foreign ships that are in distress?
1. Fleet commander
 2. Type commander
 3. Commanding officer
 4. Supply officer
- 1-61. Ship's store or nondistinctive items of clothing stock may be sold to representatives of an official United States Embassy in an isolated overseas location under which of the following conditions?
1. When the items required cannot be obtained elsewhere
 2. When the sale is approved by the commanding officer
 3. When the normal operation of the ship's store is not impaired by making the sale
 4. All of the above
- 1-62. The hours of operation of the retail or clothing store are prescribed by what officer?
1. Supply officer
 2. Commanding officer
 3. Ship's store officer
 4. Recreational services officer
- 1-63. The retail or clothing store operator should post the store hours prominently so they are visible from the outside of the store.
1. True
 2. False
- 1-64. What minimum number of hours per week should the retail store be open while the ship is underway?
1. 20 hours
 2. 24 hours
 3. 42 hours
 4. 48 hours
- 1-65. The retail store should remain open how many minutes past normal closing time to allow the customers to finish shopping in walk-in stores?
1. 20 minutes
 2. 15 minutes
 3. 10 minutes
 4. 5 minutes
- 1-66. How much time in advance should crew members be notified of changes in store hours?
1. 1 day
 2. 7 days
 3. 10 working days
 4. 30 days
- 1-67. Which of the following areas would be the BEST place for the retail store operator to post the policy sign regarding authorized customers?
1. On the door leading to the ship's store office
 2. Near the quarterdeck area
 3. On the ship's store bulletin board
 4. Near the cash register in the retail store
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- Learning Objective: Identify the policies regarding pricing of merchandise in the ship's store afloat. (cont'd)
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- 1-68. Which of the following individuals is responsible for establishing the prices for merchandise sold in the retail store?
1. Retail store operator
 2. Ship's store officer
 3. Supply officer
 4. Commanding officer

1-69. What markup rate, if any, is prescribed for retail items in the ship's store?

1. cost plus 15%
2. Cost plus transportation expenses plus 15%
3. Cost plus 15% rounded off to the next higher nickel
4. None

1-70. The ROM system automatically computes the prescribed markup for all stock items. What individual may override the ROM markup system and enter a different price?

1. The leading Ship's Serviceman
2. The ship's store recordskeeper
3. The ship's store officer
4. Each of the above

1-71. The markup on retail items should be sufficient enough to provide for which of the following expenditures?

1. Markdowns and surveys
2. Operating expenses of the service activities
3. Sales outlet operating expenses
4. All of the above

1-72. What overall maximum percentage of profit is the ship's store authorized to make?

1. 5%
2. 10%
3. 15%
4. 20%

1-73. For what price are standard Navy clothing items sold in the ship's store?

1. Retail price
2. Price prescribed in the standard price list
3. Cost price plus 15%
4. Price established by the Naval Supply Systems Command

1-74. The ROM system will not compute a markup for stock items assigned to which of the following department codes?

1. A1
2. D1
3. D3
4. L1

1-75. What is meant by the term "mark-on"?

1. An amount added to the cost price to arrive at the retail price
2. An increase in the previously established retail price
3. An amount added to the cost of operation items to cover losses by inventory
4. An increase in the previously established cost price